

June 2000

This distribution contains change pages for patch WV*1*11 of the Women's Health 1.0 user manual.

The following documentation change pages should be inserted before these replacement pages:

<u>File Name:</u>	<u>Patch:</u>
WV_1_P3_UM.PDF	WV*1*3
WV_1_P5_UM.PDF	WV*1*5
WV_1_P6_UM.PDF	WV*1*6
WV_1_P7_UM.PDF	WV*1*7
WV_1_P9_UM.PDF	WV*1*9
WV_1_P10_UM.PDF	WV*1*10

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<u>Replace Pages:</u>	<u>With Pages:</u>
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5.1-5.2	5.1-5.2
5.15-5.16	5.15-5.16
6.1-6.2	6.1-6.2
IN.1-IN.2	IN.1-IN.2

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Chapter 2 File Maintenance Menu

WV MENU-FILE MAINTENANCE

File Maintenance Menu

Several features of Women's Health can be customized by the ADPAC. These features include such items as the text of form letters, the types of notifications and their synonyms, how and when letters get printed, several defaults relating to dates, and options that appear on some menus.

All of these setup options are located under the File Maintenance Menu of the Manager's Functions menu. It is recommended that the ADPAC examine all of the options listed in this section before utilizing the software for live patient data. Periodically, these options should be re-examined for the purpose of fine tuning the software to the needs of the site.

After customizing your maintenance files, you may wish to run the option Automatically Load Patients [WV AUTOLOAD PATIENTS] to initially populate your WV Patient (#790) file. For more details concerning this option please refer to the option description under the Automatically Load Patients option in this chapter.

Also, you may wish to run the option Import Radiology/NM Exams [WV IMPORT RAD/NM EXAMS] to initially populate your WV Procedure (#790.1) file with mammograms performed recently at your facility. You may automatically add mammograms performed within the last three years. For more details concerning this option please refer to the option description under the Import Radiology/NM Exams option in this chapter.

In the menu on the next page, the top group of options relates to notifications, the middle group addresses package-wide parameters, and the bottom group relates to procedures and their results.

Menu Display:

Select OPTION NAME: **WV MENU-FILE MAINTENANCE**

File Maintenance Menu

WOMEN'S HEALTH:

* FILE MAINTENANCE MENU *

HINES DEVELOPMENT

=====

AEP Add/Edit a Notification Purpose & Letter
PPL Print Notification Purpose & Letter File
ESN Edit Synonyms for Notification Types
OUT Add/Edit Notification Outcomes
ESP Edit Site Parameters
CM Add/Edit Case Managers
TR Transfer a Case Manager's Patients
AUTO Automatically Load Patients
RAD Import Radiology/NM Exams
PRD Print Results/Diagnosis File
ESR Edit Synonyms for Results/Diagnoses
PSR Print Synonyms for Results/Diagnoses
EDX Edit Diagnostic Code Translation File
PDX Print Diagnostic Code Translation File
RS Add/Edit to Referral Source File
| 'MST Add Sexual Trauma Data to MST Module

¹ Patch WV*1*11 June 2000 Added option for MST

¹WV ADD TO MST**Add Sexual Trauma Data to MST Module**

This option adds WH Sexual Trauma data into the Military Sexual Trauma (MST) module of the Registration package. The MST module tracks data for veterans only. Data for non-veterans is not added to the MST module. WH patients whose Sexual Trauma value is 'Military', 'Civilian', 'Both' or 'None' will have that value translated into a MST value and added to the MST module.

<u>WH value</u>	<u>MST value</u>
Military	Yes
Civilian	No
Both	Yes
None	No

WH patients with no Sexual Trauma value are ignored.

NOTE: If a WH patient is already in the MST module with a value of 'Yes' then no additional MST entry is made. Also, if a WH patient is already in the MST module with a value of 'No' and the WH Sexual Trauma value is 'None' or 'Civilian' then no additional MST entry is made.

The provider who determined the value must be stored in the MST module. If the case manager associated with the patient or the user running this option is a provider, then the case manager or the user is identified as the provider who did the screening. If neither is a provider, then that patient's data is not added to the MST module. The user may choose the patients for one case manager or all case managers.

This option will display a list of WH patients whose data was added to the MST module. It will also display a list of WH patients whose data could not be added to the MST module.

Report Description:

Both reports are sorted by case manager.

The following fields appear on the report titled "Patient Data Added to MST Module":

Patient:

This field contains the name of the patient. Pointer to the WV Patient (#790) file.

WH Value:

This field stores an appropriate value (Military, Civilian, Both, or None) associated with Women's Health.

¹ Patch WV*1*11 June 2000 Added option for MST

MST Value:

This field stores an appropriate value (Yes or No) associated with MST.

Determining Provider:

This field contains the name of the provider that determined the MST status of the patient.

The following fields appear on the report titled "Patient Data Not Added to MST Module":

Patient:

This field contains the name of the patient. Pointer to the WV Patient (#790) file.

WH Code:

This field stores an appropriate code (Military, Civilian, Both, or None) associated with Women's Health.

Reason Data Not Added:

This field contains the reason the data could not be added to the MST Module.

Chapter 4 Patient Management Menu

WV MENU-PATIENT MANAGEMENT

Patient Management

The Patient Management Menu is divided into three groups of options: the patient related options, the procedure related options, and the notification related options.

The patient related options deal mainly with managing patients. The procedure related options deal more directly with the adding, editing and printing of procedures. The notification related options deal mostly with the adding, editing and printing of notifications.

Menu Display:

```
Select OPTION NAME:  WV MENU-PATIENT MANAGEMENT          Patient Management

WOMEN'S HEALTH:      *  PATIENT MANAGEMENT MENU  *          HINES DEVELOPMENT
                      =====

1PC      Edit/Print Patient Case Data
PP       Patient Profile
FS       Print Patient Demographic Info (Face Sheet)
BD       Browse Patients With Needs Past Due
LAB      Save Lab Test as Procedure
AP       Add a NEW Procedure
EP       Edit a Procedure
HS       Health Summary
BP       Browse Procedures
PR       Print a Procedure
HIS      Add an HISTORICAL Procedure
RA       Add a Refusal of Treatment
RE       Edit a Refusal of Treatment
AN       Add a New Notification
EN       Edit a Notification
BN       Browse Notifications
PL       Print Individual Letters
PQ       Print Queued Letters
2MST     MST Status Add/Edit
```

¹ Patch WV*1*6 May 1999 Health Summary option added

² Patch WV*1*11 June 2000 Added option for MST

WV EDIT PATIENT CASE DATA

Edit/Print Patient Case Data

This option allows you to add a new patient and her case data to the Women's Health register. It also allows you to edit the case data of patients already in the register. When you add or edit a patient's case data, you will be presented with the 'Edit Patient Case Data' screen.

The fields in the top third of the screen (patient name, address, SSN, and phone number) are editable only through the PIMS Registration module. Patient data is stored in the WV Patient (#790) file.

Field Descriptions:

These fields appear above the dashed line on every screen:

Patient Name:

This field contains the name of the patient associated with the procedure. Pointer to the WV Patient (#790) file.

Street:

This field contains the patients street address.

City/State/Zip:

This field contains the patient's city, state, and zip code.

¹Eligibility Code:

This field contains the eligibility code of the patient.

SSN:

This field contains the social security number of the patient.

Patient Phone:

This field contains the patient's phone number.

Primary Provider:

This field contains the name of the patient's primary caregiver.

Veteran:

This field contains a 'Yes' if the patient is a veteran, 'No' if the patient is not a veteran, or is blank if the veteran status of this patient is not known.

¹ Patch WV*1*10 April 2000 Include eligibility code in heading

¹DGMST ENTER NEW MST**MST Status Add/Edit**

This option will allow the user to enter, edit, delete, and display new MST status codes to the MST HISTORY File (#29.11) for patients through a List Manager Interface. Edit, delete will only be allowed for entries in the current session. Previous file entries cannot be modified. On exiting the option, HL7 messages will be posted to send the MST status information to the NPCD.

Note: This is a Registration Package option.

Field Descriptions:**Patient:**

This field contains the name of the patient. Pointer to the WV Patient (#790) file.

MST Status:

This field stores a set of MST codes (Y = Yes, Screened, reports MST, N = No, Screened, does not report MST, D = Screened, declines to answer, U = Unknown, not screened).

Date of Status Change:

This field contains the date the MST status was recorded.

Provider Determining Status:

This field contains the name of the provider making the MST status determination.

¹ Patch WV*1*11 June 2000 Added option for MST

Chapter 5 Management Reports Menu

WV MENU-MANAGEMENT REPORTS

Management Reports

The Management Reports Menu contains options that provide program management reports and a limited set of epidemiological reports. The remainder of this section will briefly describe each of the options under the Management Reports Menu.

Menu Display:

```
Select OPTION NAME: WV MENU-MANAGEMENT REPORTS           Management Reports

WOMEN'S HEALTH:      *  MANAGEMENT REPORTS  *           HINES DEVELOPMENT
=====

PS      Procedure Statistics Report
SN      Snapshot of the Program Today
RS      Retrieve/Print Earlier Snapshots
CR      Compliance Rates for PAPs and MAMs
BP      Browse Patients With Needs Past Due
1ST     Sexual Trauma Summary Report (WH only)
2LST    List Sexual Trauma Data
```

¹ Patch WV*1*11 June 2000 Change in option name

² Patch WV*1*11 June 2000 Added option for MST

WV PRINT PROCEDURE STATS

Procedure Statistics Report

This option provides a report on the different women's health procedures performed at the facility. Data is broken down by veteran and non-veteran, and the numbers of procedures which have results of normal, abnormal, and no result. It also provides a count of patients who have had the respective procedures, whether or not they are veterans and if the results were normal, abnormal, or no result available. All results are also expressed as percentages.

This report first asks you for a date range, the group of procedure types to be included, if you wish to display statistics by age group, and a device. If you answer 'Yes' to display by age group you will be instructed to enter the age ranges you wish to select for in the form of: 15-29,30-39,40-105. Use a dash '-' to separate the limits of a range, use a comma to separate the different ranges. NOTE: Patient ages will reflect the age they were on the dates of their procedures. (Patient ages will NOT necessarily be their ages today.)

It is important to note that in the patient's section for each procedure type, the total may be less than the sum of the three results categories (normal, abnormal, and no result). This is because any individual patient may be included in all three categories of normal, abnormal, and no result. A patient may have received more than one procedure during the date range selected, and those procedures may have had differing results. Each results category simply gives the number of patients who fell into that category for the date range selected. The total, however, gives the total number of patients who received that procedure type for the date range selected, the report counts each patient only once, no matter how many times she may have had the procedure. For this reason, the total for the patients section may be less than the sum of the three results categories. Procedure data is stored in the WV Procedure (#790.1) file.

Report Description:

The report displays a table sorted by procedure types and patients, listing the count, number of veterans and non-veterans, and the results of the procedures (normal, abnormal, and no result). Radiology credit (regular credit, no credit) is displayed for mammogram procedures.

WV BROWSE NEEDS PAST DUE

Browse Patients With Needs Past Due

This option is exactly the same as is found under the Patient Management Menu.

WV SEXUAL TRAUMA SUMMARY

| **¹Sexual Trauma Summary Report (WH only)**

This option provides the user with a short report of the number and percentages of WH patients who have experienced sexual trauma in the military, as a civilian, or both inside and outside of the armed forces. Sexual trauma data is stored in the WV Patient (#790) file.

NOTE: Patients who are deceased are not counted in this report.

Report Description:

For each sexual trauma type (military, civilian, or both), a table sorted by number of Veterans, Non-Veterans, and both (Veterans and Non-Veterans) is displayed.

¹ Patch WV*1*11 June 2000 Change in option name

¹WV SEXUAL TRAUMA LIST**List Sexual Trauma Data**

This option displays a list of patients, their Sexual Trauma value from the WH package and the Military Sexual Trauma (MST) value from the MST module of the Registration package. The patient's name, SSN, case manager, age, veteran status and eligibility code are displayed, too.

The user may choose to see the patients for one case manager or all case managers. Patients who are deceased or have an Inactive Date (prior to today's date) will not appear on the listing.

Report Description:**SSN:**

This field contains the social security number of the patient.

Patient:

This field contains the name of the patient. Pointer to the WV Patient (#790) file.

Case Manager:

This field contains the name of a WH case manager who is currently managing the women's health care needs of this patient.

WH:

WH is the WH Sexual Trauma value. This field indicates if the patient has experienced any sexual trauma (rape, sexual assault, etc.) either in the military and/or as a civilian. Set of codes: (M = Military; C = Civilian; B = Both; N = None).

MST:

MST is the Military Sexual Trauma value from the MST module of the Registration package. This field indicates if the patient has experienced any sexual trauma (rape, sexual assault, etc.) while in the military. Set of codes: (Y = Yes, Screened reports MST; N = No, Screened does not report MST; D = Screened Declines to answer; U = Unknown, not screened).

Primary Care Provider:

This field contains the name of the primary provider who is responsible for the women's health care needs of this patient.

Age:

This field contains the age of the patient.

¹ Patch WV*1*11 June 2000 Added option for MST

Veteran:

This field contains a 'Yes' if the patient is a veteran, 'No' if the patient is not a veteran, or is blank if the veteran status of this patient is not known.

Eligibility Code:

This field contains the eligibility code of the patient.

Chapter 6 Manager's Functions Menu

WV MENU-MANAGER'S FUNCTIONS

Manager's Functions

The Manager's Functions Menu contains options that provide the ADPAC with a set of utilities for configuring the software to the specific needs of the site at which the Women's Health software is being used. It also provides utilities for other program needs, such as customizing letters, and making special edits to patient data.

The Manager's Functions menu contains many sensitive options requiring a thorough understanding of the software. The remainder of this section will briefly describe each of the options under the Manager's Functions Menu.

Menu Display:

```
Select OPTION NAME: WV MENU-MANAGER'S FUNCTIONS          Manager's Functions

WOMEN'S HEALTH:      *  MANAGER'S FUNCTIONS  *           HINES DEVELOPMENT
                      =====

FM      File Maintenance Menu ...
PQ      Print Queued Letters
MPM     Manager's Patient Management ...
LDE     Lab Data Entry Menu ...
```

WV MENU-FILE MAINTENANCE

File Maintenance Menu

The File Maintenance Menu is described in detail under Chapter 2. Please refer to that section for a complete description of the options under this menu.

Menu Display:

Select Manager's Functions Option: **FM**

File Maintenance Menu

WOMEN'S HEALTH: * FILE MAINTENANCE MENU * HINES DEVELOPMENT
=====

AEP Add/Edit a Notification Purpose & Letter
PPL Print Notification Purpose & Letter File
ESN Edit Synonyms for Notification Types
OUT Add/Edit Notification Outcomes
ESP Edit Site Parameters
CM Add/Edit Case Managers
TR Transfer a Case Manager's Patients
PRD Print Results/Diagnosis File
ESR Edit Synonyms for Results/Diagnoses
PSR Print Synonyms for Results/Diagnoses
EDX Edit Diagnostic Code Translation File
PDX Print Diagnostic Code Translation File
RS Add/Edit to Referral Source File
| ¹MST Add Sexual Trauma Data to MST Module

¹ Patch WV*1*11 June 2000 Added option for MST

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